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Northville Central School District And  
Northville Teachers Assn

**PROFESSIONAL** <sup>446 SD</sup>  
**AGREEMENT** <sub>14030 TA</sub>

**between**

**NORTHVILLE TEACHERS  
ASSOCIATION**

**and**

**BOARD OF EDUCATION**

**of the**

**NORTHVILLE CENTRAL  
SCHOOL DISTRICT**

**JULY 1, 2000 - JUNE 30, 2004**

**RECEIVED**

APR 18 2001

✓  
NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

54

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## **AGREEMENT**

This Agreement, made and entered into as of the 1st day of July, 2000, between the Northville Central School District, party of the first part, hereinafter called the Administration or the District, and Northville Teachers Association, party of the second part, hereinafter, called collectively the Association, is intended to cover hours of work, salaries and conditions of work, as hereinafter set forth.

### **GENERAL PURPOSE OF AGREEMENT**

The Administration and the Association recognize that the highest quality of education consistent with community, state and national resources, is a common responsibility. Relationships must, therefore, be established which are based on this goal and on the concept of education as a public trust.

Everyone concerned recognizes that teaching is a profession. The Administration herewith acknowledges and declares its cooperation with respect to the teachers' aspirations and desires for advancement in the teaching profession, as well as the right to pleasant and productive working conditions and remuneration commensurate with the education task performed.

It is further agreed that it is to the mutual interest of the Administration and the Association to provide each boy and girl attending the Northville Central School the highest level of educational opportunities. It is recognized by the Agreement that it is the duty of the Administration and Association to cooperate fully, individually and collectively for the accomplishment of this end.

**ARTICLE 1**  
**RECOGNITION**

- 1.1 By virtue of satisfactory evidence submitted by the Association to the Administration that the Association does represent the majority of the professional employees in the District, the Administration hereby recognizes the Association as the official negotiating agent for all full and part-time teachers holding current certifications or teaching licenses granted by the Commissioner of Education for the State of New York, excluding per diem substitutes, employed by the Administration. This recognition is to remain in effect for the duration of the contract.

**ARTICLE 2**  
**TEACHING CONDITIONS**

- 2.1 All teachers will be present in the building seven hours and fifteen minutes per day, Monday through Thursday. The school day will begin no earlier than 7:30 a.m. and will end no later than 3:15 p.m. on these days. On Fridays, or the last instructional day of the week, teachers will be present for six hours and forty-five minutes. The official starting time of the school day will be listed in the Teacher's Handbook each year.
- 2.2 Teachers exhibiting chronic lateness or leaving the premises early may be required to sign in and out at the discretion of the Administration (refer to Article 19). Failure to live up to established hours of work will result in loss of pay.
- 2.3 Teachers' activities, after classes are dismissed and before the end of the school day Monday through Thursday, shall be at the direction of the Administration and shall include activities in furtherance of the District's legitimate educational goals, including, but not limited to, student remediation, review classes, parent conferences, class and club meetings, committee work, departmental meetings, meetings on remedial and resource matters, in-service workshops, and limited curricular activities, including selections of textbooks and other resources to be used in obtaining objectives in teaching their assigned courses. Unless otherwise directed, teachers will be in their classrooms during this period, available to students.
- 2.4 The following will be provided for the teaching staff:
- 2.4.1 The adequacy and number of textbooks are to conform to state curriculum requirements.
- 2.4.2 Duplication equipment and supplies are to be provided in a designated work area.

- 2.4.3 There are to be adequate and sanitary rest rooms separate from student facilities.
- 2.5 Teacher aides will be provided as deemed necessary by the Board of Education upon recommendation of the Superintendent.
- 2.6 Substitutes are to be provided for teachers including special teachers and librarians.
- 2.7 Nontenured teachers shall be observed and evaluated by the Administration in their classrooms through at least three formative evaluations (privileged information between the teacher and the Administration), followed by the summative evaluation (to be placed in the teacher's permanent file at end of year). Tenured teachers shall be observed and evaluated by the Administration in their classrooms at the discretion of the Administration.
  - 2.7.1 Each year, prior to conducting these observations and evaluations, the Administration shall distribute to each teacher a copy of the evaluation criteria to be employed in conducting said observations and evaluations. A copy or copies of such criteria shall be published in the Northville Central School Teachers' Handbook.
  - 2.7.2 Each classroom observation and evaluation shall be succeeded within three (3) school days by a conference between the pertinent member(s) of the Administration and the teacher observed and evaluated. At this conference, the administrator will provide the teacher with a written evaluation of the latter's performance during the previously conducted classroom observation. The teacher may respond orally and, within three (3) school days, in writing, to the administrator's written evaluation. The administrator's written evaluation shall be signed by both administrator and teacher at the conclusion of the conference. The failure of the teacher to respond in writing shall be interpreted as signifying his/her concurrence with the administrator's written evaluation.
- 2.8 Departmental budgets are to be reviewed after individual teacher consultation and final decisions are to be mutually determined. Consultations are to be scheduled and requested by the teacher with the Building Principal. A published chart of departmental materials budgets will be prepared and made available by the Clerk of the District.

- 2.9 Group life insurance will be permitted, paid for by the teachers, with deductions made by the Business Office, subject to set limitations as to its application.
- 2.10 Insofar as possible, qualified teachers employed by the Administration will be used as instructors in adult education classes. The rates of pay for those services will be:
  - 2.10.1 For courses not requiring preparation (e.g., adult recreation) \$15.00 per hour.
  - 2.10.2 For extended detention \$18.00 per hour.
  - 2.10.3 For course requiring preparation (e.g., adult education), effective July 1, 2001 - \$21.00 per hour; July 1, 2002 - \$22.00 per hour; July 1, 2003 - \$23.00 per hour.
- 2.11 Qualified teachers of the Northville Central School District will be used as home teachers whenever possible. The rate of pay for such duties will be reimbursed at the same rate as in 2.10.3. Mileage will be paid at the IRS rate per mile.
- 2.12 In accordance with State Education Law, each teacher shall have a thirty (30) minute duty-free lunch period each day. The Administration will ensure that each elementary teacher will have an additional thirty (30) minute continuous duty-free period five (5) days per week.
- 2.13 Providing there is an unused day(s) in excess of 180 days remaining prior to Memorial Day, two (2) additional holidays will be provided at that time. Any additional day(s) will be provided at an earlier date if unused -- date to be determined by mutual agreement. Where there is only one (1) unused day, only that one (1) day can be granted at that time.
- 2.14 The Administration agrees not to enter into any agreement for performance contracting.

**ARTICLE 3**  
**TEACHING ASSIGNMENTS**

- 3.1 **Nine Period Day.** Secondary teachers will be assigned no more than five (5) teaching periods and two (2) duty-comparable periods or six (6) teaching periods per day, unless otherwise mutually agreed upon.
- 3.2 **Eight Period Day.** Secondary teachers will be assigned no more than five (5) teaching periods and one (1) duty comparable period or six (6) teaching periods per day, unless otherwise mutually agreed upon. Any change in the instructional day as outlined in 3.1 and 3.2 will be mutually agreed upon.
- 3.3 The daily pupil load of secondary teachers, except physical education teachers, will not exceed 150 pupils; the number of pupils in assigned study halls and/or homeroom periods will not be considered when determining daily per pupil load. Physical education teachers may exceed 150 pupils because of the limited physical education facilities.
- 3.4 In the elementary grades, the number of pupils enrolled in any section in Kindergarten will not exceed 25 students; grades 1-3 27 students, grades 4-6 29 students; grades 7-12, 30 students. The Administration will consider additional help for teachers assigned larger class loads. Extended departmentalizations will be granted in grades 4, 5, and 6.
- 3.5 It is agreed that the class size limits set forth in 3.4 above shall be used by the District as maximum class sizes in planning the number of class sections for the subsequent year. Such planning will be finalized by July 1 of each year. Any new students who register with the District subsequent to July 1 of any year may be assigned to classes without regard to the class size limits set forth in 3.4. In the event class size exceeds 27 students, Kindergarten; 30 students, grades 1-3; or 32 students, grades 4-6; the Administration shall assign teacher aides on the basis of 40 minutes of aide time for each student in excess of the limits which are set forth in 3.4 above.
- 3.6 It is further agreed that two teacher aides will be assigned by September 15 of each year, in accordance with the past practice of assigning the aides, to those classes either exceeding or which are closest to the class size limits set forth in this Article.



- 3.7 Teachers will be assigned outside the area of their certification only in accordance with the New York State Education Law, Judicial Decisions of the Commissioner of Education and Formal Opinions of Counsel to the Commissioner of Education. It is further agreed by the Administration that all incoming teachers will be provisionally certified or temporarily licensed in at least one area of their teaching assignment.
- 3.8 Side letter concerning weighting of handicapped students in determining class size appears on page 34.
- 3.9 Teachers shall be required to attend no more than fifteen (15) faculty meetings per year. Such meetings will begin at 2:40 p.m. and will be reasonable as to duration.

#### **ARTICLE 4** **EXTRACURRICULAR ACTIVITIES**

- 4.1 The chaperones for all extracurricular activities are to be obtained by the activity's sponsor.
- 4.2 The Board of Education will employ a ticket taker and seller (if needed) at all home basketball games. Teachers shall have first refusal in filling the position of ticket taker and seller at home basketball games. Ticket takers and sellers will be compensated at the rates listed in the extracurricular salary schedules attached hereto.
- 4.3 Bus chaperones will be selected from a volunteer list of unit members. If no volunteers are available, the Superintendent will assign unit members to bus chaperone duty by lottery. Bus chaperones will be compensated at the rates listed in the extracurricular salary schedules attached hereto.
- 4.4 Any member of the Association using his/her automobile for approved school business will be reimbursed at the IRS rate per mile traveled.

**ARTICLE 5**  
**PROMOTIONS AND NEW POSITIONS**

- 5.1 All openings for promotional positions, newly created positions and positions paying a salary differential will be publicized, and all qualified teachers within the system will be given the opportunity to apply for said positions. Openings will be plainly posted on the faculty bulletin boards one week in advance of public release.
- 5.2 Qualified teachers of the system will be hired for summer school positions. The rates of pay for those positions will be:
  - 5.2.1 For State approved summer school class, teachers will receive 1/200th of their annual salary as of June 30th of that school year. Salary will be prorated as hours worked divided by hours in the regular school day.
  - 5.2.2 For all other summer classwork, including driver education, effective July 1, 2001 - \$21.00 per hour; July 1, 2002 - \$22.00 per hour; July 1, 2003 - \$23.00 per hour.

**ARTICLE 6**  
**HEALTH INSURANCE**

**6.1 Indemnity Health Insurance**

- 6.1.1 The District shall pay ninety percent (90%) of the indemnity premium costs to the District for single individual, dual individual and family indemnity Health insurance coverage, whichever is applicable and whichever provides comparable health insurance coverage at the lower cost to the district, for all members of the instructional staff employed by the Administration who elect to be covered by such plan and who are eligible for such coverage. The individual teacher shall pay the remaining ten percent (10%) of the individual or family coverage.
- 6.1.2 The ten percent co-pay amount for the contribution by teachers shall be automatically recalculated to an amount equal to ten percent of the applicable individual or family premiums on every July 1, even if the parties to this agreement have not successfully completed negotiations of the successor agreement.

6.1.3 The calendar year deductibles applicable under the District's indemnity health insurance plan will be reimbursed to the teacher upon presentation to the Business Manager of usage by the teacher as follows.

6.1.3.1 The \$240 hospital in-patient and/or out-patient services deductible up to a maximum calendar year reimbursement of \$720 (\$240 x 3).

6.1.3.2 The \$100 additional benefits deductible will be reimbursed at a rate of \$29.64 per person to a maximum calendar year reimbursement of \$88.92 (\$29.64 x 3).

## **6.2 Coverage Other Than Indemnity**

6.2.1 For those teachers electing to participate in the health plan other than the indemnity insurance plan offered by the District, the District shall pay ninety percent (90%) of the indemnity premium costs to the District for single individual, dual individual and family indemnity Health insurance coverage, whichever is applicable and whichever provides comparable health insurance coverage at the lower cost to the district, for all members of the instructional staff employed by the Administration who elect to be covered by such plan and who are eligible for such coverage. The individual teacher shall pay the remaining ten percent (10%) of the individual or family coverage.

6.2.2 For those teachers electing to participate in the health plan other than the indemnity insurance plan offered by the District, the District shall only be obligated to contribute towards the premium costs of such plan up to the amount the District contributes toward the indemnity health insurance offered to the members of the bargaining unit. Moreover, the teachers who elect to participate in this plan shall be obligated to pay ten percent of such premium costs as outlined here in above plus the difference between the two programs. The District and the Association have agreed to investigate the adjustment of alternative plan deductibles in an attempt to reduce these premium differences.

6.3 A joint insurance committee composed of two members chosen by the District and two members chosen by the Association shall be established to oversee the insurance program.

6.4 All premium co-pay amounts paid by the teachers will be subject to IRS Flexible Spending Account (Section 125-Cafeteria Plans) regulations. (i.e. all co-pay amounts will be payroll deducted on a pre-tax basis.)

6.5 A change to a new health insurance carrier will be mutually agreed by the District and the Association.

6.6 **Dental Insurance.**

6.6.1 The District shall provide to the Association a dental plan which provides:

Preventive Services	100%
General Services	85%
Major Services	50%

6.6.2 The District reserves the right to provide a different dental insurance plan provided the benefits of the different dental plan are equal to or better than the present carrier.

6.7 **Health Insurance Buyout**

6.7.1 Any eligible member of the bargaining unit may elect to receive a cash benefit instead of the health insurance coverage provided for in this article. The member must elect the cash benefit in writing, which must be submitted to the Superintendent on or before May 15 of each school year for the election to be effective July 1 of the subsequent school year. Bargaining unit members appointed on or after July 1 must make the election within 30 days of hire. No election of the cash benefit will be valid unless accompanied by proof of non-District health insurance coverage.

6.7.2 Effective, July 1, 2001, the amount of the cash benefit to be paid by the District to a bargaining unit member who elects the benefit prior to July 1 shall be an amount equal to \$1500. Those hired after July 1 will have that amount pro-rated. This taxable cash benefit will be paid in one lump sum before the last day of school of that year.

6.7.3 Members of the bargaining unit who are married and whose spouse also works for the District shall be eligible for the insurance buyout. Married members with dependents will only be eligible for one family insurance policy.

- 6.7.4 Any bargaining unit member who has received a cash benefit payment from the District in lieu of health insurance coverage and who leaves the employment of the District prior to June 30 shall have a pro-rated portion of such cash benefit included in his/her final paycheck.
- 6.7.5 Any member who has elected the cash benefit in accordance with this article may be reinstated in the Administration plan during the school year in which (s)he has elected the cash benefit provided (s)he makes a written request for coverage under the District health insurance plan to the Superintendent. The approval of requests for coverage shall be governed by the rules, regulations and procedures of the insurance carrier. Any member who has received a cash benefit payment and who is reinstated under the Administration health insurance plan prior to June 30 shall have a pro-rated portion of such cash benefit deducted from his/her first paycheck following reinstatement.

**ARTICLE 7**  
**ATTENDANCE AT NYSUT FUNCTIONS**

- 7.1 A maximum of 5 days will be designated for Association members to attend NYSUT functions without loss of pay. (i.e. NYSUT training, Representative Assembly etc.) The time used will not be charged against sick or personal leave.
- 7.2 Any unexcused absence to NYSUT functions will result in the loss of pay at the rate of 1/200 per day of the gross salary for each day of such absence.

**ARTICLE 8**  
**ABSENCES AND LEAVES**

**8.1     Leave**

- 8.1.1   Each teacher shall be entitled to a total of 15 leave days per year. Leave days may be used for personal leave, personal business, illness, bereavement, emergency leave or for appointments that can be only met during normal school day. No more than two personal leave days may be used consecutively.
- 8.1.2   Fifteen days of unused leave per year will be accumulated until the teacher has accrued 190 days of leave to his/her credit. After the accumulation of 190 days, unused leave of up to 10 days per year will be reimbursed to the employee at the daily substitute rate of pay, to be paid in one lump sum at the end of the school year.
- 8.1.3   The official record of leave will be maintained in the Business Office. A written copy of the available leave time will be issued to each teacher at the beginning of each school year.
- 8.1.4   Teachers will give the Administration three days notice, if possible of absence for personal leave or personal business. For emergency leave, teachers will notify the Administration no later than 6:30 a.m. of the day on which the leave is requested.
- 8.1.5   Teacher may not take personal leave days to extend a long weekend or vacation, except for sickness or emergency.
- 8.1.6   It is expressly understood that leave days provided under this article do not constitute vacation/recreational leave for members of the Association.
- 8.1.7   Personal Leave/Business request form attached on page 35.

**8.2     Leaves of Absence**

- 8.2.1 Probationary teachers or teachers with tenure shall be granted leaves of absence for personal health reasons, including pregnancy, where sick leave is unavailable. Probationary teachers or teachers with tenure may also be granted leaves of absence for stated personal reasons, subject to approval by the Board of Education. Leaves for personal reasons will not exceed one year. No such leave shall increase the teacher's longevity for salary, tenure or other purpose. Teachers on personal leave shall notify the Board of Education of their intent to return no later than March 1 of the calendar year in which return is anticipated. Failure to notify the Administration by March 1 will be deemed as an intent not to return.
- 8.2.2 Upon returning from leave, the teacher will be assigned to the same probationary or tenure area as was vacated. Leaves will be for the period specified and approved by the Board of Education.

**ARTICLE 9  
SABBATICAL LEAVE**

**9.1     Objectives of Sabbatical Leaves**

- 9.1.1 Sabbatical leaves are for the purpose of improving teachers' abilities to render educational service which will benefit the school and pupils.
- 9.1.2 In accordance therewith, sabbatical leave shall be granted solely for a program of study within the teaching field in which the applicant is rendering teaching services to the District. An application for a sabbatical leave shall contain a planned program of study in furtherance of this objective.

**9.2     Extent and Distribution of Leaves**

- 9.2.1 At the discretion of the Administration at least one (1) qualified teacher per year maybe granted leave.
- 9.2.2 Not more than one (1) such leave shall be granted to the same individual in each seven (7) year period.

9.3 **Sabbatical Leave Requirements**

- 9.3.1 **Service.** Sabbatical leave must be preceded by at least seven (7) consecutive years of full-time service in the Northville Central School District and shall not be approved within three (3) years of the applicant's expected retirement date. Applicant must remain in the service of the Administration for two (2) years after the expiration of such leave, or in the case of resignation within two (2) years to refund to the Administration such proportion of the salary paid during the leave of absence as is still remaining in the two (2) year period.
- 9.3.2 **Sabbatical Leaves for Study.** Applicant shall submit his/her plans for study for approval. Transcript or other evidence is to be submitted within thirty (30) days of the teacher's return to duty.
- 9.3.3 Before a sabbatical leave will be approved, a certified replacement must be secured by June 1 and November 1 for first and second semesters, respectively.
- 9.3.4 It is agreed by both the Administration and the Association that the best interests of students will be served if one-half year sabbatical leaves are confined to the first semester of the school year. In cases where this is not absolutely possible or an emergency exists, sabbaticals for the second semester may be granted.

9.4 **Applications for Sabbatical Leaves**

- 9.4.1 Application must be filed not later than January 1 for a leave beginning the first semester of the next school year or for the entire next school year, and not later than March 1 for a leave beginning the second semester of the following school year.

9.5 **Compensation While on Leave**

- 9.5.1 Compensation shall be full pay for one-half year's leave and half pay for a full year's leave. The teacher will remain on the payroll and receive checks during the regular payroll period unless mutually agreed otherwise.
- 9.5.2 Such payments will be based on the salary step for the leave year.
- 9.5.3 Such service be counted as a year of service and experience on the salary schedule.



- 9.5.4 The teacher's normal percentage rate of deduction for retirement purposes shall apply .
- 9.5.5 Interruption of leave, caused by serious illness or accident, shall not be held against the teacher and sick leave will be used the same as if he/she were in the home system, and for short illnesses, at the discretion of the Board.
- 9.5.6 At the expiration of the leave, the teacher will be assigned to a position of equal status, or when possible, the same position as the one he/she occupied at the time the leave was granted.

**ARTICLE 10**  
**DUES DEDUCTION**

- 10.1 Dues for NYSUT, Northville Central School Teachers Association and other dues will be deducted from the teacher's paycheck.
- 10.2 Dues deductions will be in even dollar amounts.
- 10.3 Deductions will be made monthly over a ten-month period.
- 10.4 Teachers must sign dues deduction authorization cards as indicated on the next page.

I, \_\_\_\_\_, do hereby authorize the Northville Central School Board to withhold from my salary or wages organizational dues of the Northville Teachers Association and New York State United Teachers and to transmit same to the Treasurer of the Northville Teachers Association. I hereby release the Northville Central School Board and its officials from any responsibility concerning the use or application of said dues once they have been transmitted to the Northville Teachers Association. This authorization shall take effect on the second payroll date of the school year and continue for not more than the next nine months, with deductions to be made in even dollar amounts.

<u>Name of Organization</u>	<u>Amount of Dues</u>
Northville Teachers Association	_____
New York State United Teachers/AFT	_____
VOTE/COPE	_____
TOTAL	_____

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**ARTICLE 11**  
**GRIEVANCE PROCEDURES**

**11.1 Definitions**

As used herein, the following terms shall mean:

- 11.1.1 **Employee:** Any teacher directly employed and compensated by the Administration.
- 11.1.2 **Grievance:** Any claimed violation, misinterpretation or inequitable application of the existing contract.
- 11.1.3 **Immediate Supervisor:** The employee on the next higher level of authority above the employee and who normally assigns and supervises the employee's work and approves his time record or evaluates his/her work performance.
- 11.1.4 **Days:** All days other than Saturdays, Sundays and legal holidays. Saturdays, Sundays and legal holidays' shall be excluded in computing the number of days within which action must be taken or notice given within the terms of this resolution.

**11.2 Declaration of Basic Principle**

- 11.2.1 Every employee of the Administration shall have the right to present his/her grievance in accordance with the procedures provided herein, free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented by a person of his/her own choosing at all stages of the grievance procedure.

**11.3 First Stage - Informal**

- 11.3.1 Upon written notification of a possible grievance, the immediate supervisor shall discuss the possible grievance with the employee, shall make such investigation as deemed appropriate and shall consult with his/her superiors to such extent as he/she deems appropriate, all on an informal basis. This informal discussion shall take place within three (3) days after notification. The employee shall have the right to have union representation at this conference and to request the presence of the Chief School Administrator.

- 11.3.2 Within three (3) days after presentation of the grievance, the immediate supervisor shall make his/her decision and communicate the same to the party presenting the grievance, and to the employee's representative, if any. Such decision shall be in writing and a copy provided to both the employ or representative and the Chief School Administrator.

11.4 **Second Stage - Formal**

- 11.4.1 If the employee is not satisfied with the decision made by the immediate supervisor at the informal level, he/she may, within five (5) days thereafter, submit a formal grievance to the Chief School Administrator. Such request shall be in writing and shall contain a statement of the specific nature of the grievance and the facts relating to it.
- 11.4.2 The Chief School Administrator may, at the request of the employee, hold a hearing within five (5) days after receiving the written request and statement from the aggrieved party. The grievance, and representative, if any, may appear at the hearing and present oral statements or arguments.
- 11.4.3 Within five (5) days after the close of the hearing, or within eight (8) days after the grievance has been submitted to him, if there be no hearing, the Chief School Administrator shall make his decision and communicate the same to the grievant, and to the representative, if any. Such decision shall be in writing and a copy provided to the employee or his representative.

11.5 **Third Stage - Mediation**

- 11.5.1 Should the grievance remain unresolved, the parties shall petition the New York State Public Employees Relations Board (PERB) to appoint a mediator who shall make recommendations for the resolution of the dispute.
- 11.5.2 Should the parties refuse to accept the recommendation of the PERB-appointed mediator, they shall submit the grievance to binding arbitration under the auspices of the American Arbitration Association.
- 11.5.3 The cost of the proceedings at Stages 3 :and 4 shall be borne fifty percent by the grieving party and fifty percent by the responding party.

**ARTICLE 12**  
**WORKERS COMPENSATION**

- 12.1 The teacher shall receive regular salary less Workers Compensation and Social Security benefits for any absence that is the result of an "on the job" injury.
- 12.2 Payment from the Compensation Board for lost time is to be turned over to the District, which will, in turn, pay the teacher in full for the time lost.
- 12.3 Payment from the Compensation Board for an injury incurred by a teacher as opposed to payment related to the teacher's lost work time, shall be kept by the teacher.

**ARTICLE 13**  
**TRANSFER OF SALARY CREDIT**

- 13.1 Salary credit granted newly employed teachers for previous teaching or other employment experience shall be at the absolute discretion of the Board.

**ARTICLE 14**  
**ADDITIONAL STUDY**

- 14.1 Courses taken by teachers for additional salary credit must receive prior approval from the Superintendent.

**ARTICLE 15**  
**CURRICULUM DEVELOPMENT**

- 15.1 Teachers wishing to participate in state and local conferences or workshops shall submit requests to do so in writing to the Superintendent.
  - 15.1.1 The Superintendent shall either approve or disapprove the request within five (5) school days of its receipt. The decision of the Superintendent on all such requests shall not be subject to the grievance procedures of this agreement.
  - 15.1.2 Approved expenses shall be supported by receipts. The teacher shall be reimbursed for mileage at the IRS rate.
- 15.2 Credit hours for workshops will be granted for pay purposes. The number of hours granted will be determined by the Administration on the basis of workshop attendance. Hours granted by the Administration for workshops will not exceed two (2) in number in any one (1) calendar year per teacher.

- 15.3 Curriculum development, i.e., development of curriculum outlines for goals, objective and topic placement, will be at the discretion, and direction of the Administration. Should unit members be employed to develop curriculum outside of the school work day, they will be compensated at the same rate as in 2.10.3.

**ARTICLE 16**  
**ASSISTANCE TO STUDENTS**

- 16.1 Teachers shall schedule time for individual conferences with students.
- 16.2 Elementary parent-teacher conferences shall be held at the end of the first and, if necessary, at the end of the third marking period, subject to the following conditions:
- 16.2.1 Two (2) afternoon and two (2) evening parent-teacher conferences shall be scheduled during the fall semester. Two afternoon conferences and one evening conference shall be scheduled during the spring semester. Release time shall be provided for afternoon conferences.
- 16.2.2 Afternoon conferences shall be scheduled between 1:00 pm and 3:00 pm. Evening conferences shall be scheduled between 7:00 pm and 9:00 pm. The times maybe adjusted by the teacher.
- 16.2.3 When a teacher does not have a parent conference scheduled during the aforementioned times, the teacher shall be free to use this non-conference time as he/she sees fit, including leaving the building.
- 16.2.4 Teachers shall submit their schedules of parent conferences for both the fall and spring semesters to the elementary principal prior to the commencement of the first conference for the semester.
- 16.3 High school parent conferences shall be scheduled within the first marking period and at the beginning of the second semester subject to the following conditions:
- 16.3.1 One afternoon (1-3 pm) and one evening (7-9 pm) will be devoted to parent conferences.
- 16.3.2 Junior high multiple failures will be scheduled by the Administration.

- 16.3.3 All report cards will contain a parent conference request sheet indicating times in which conferences will be held and asking parents to list the teachers they wish to meet.
- 16.3.4 Involved teachers will be given this information and will have the responsibility of setting up parent conferences. This maybe done over the phone or at any time proximate to the teacher conference time.
- 16.3.5 Teachers will submit, for Administration information and teacher accountability, a list of conferences to be held before the conference date.
- 16.3.6 The Administration and teachers agree that parent conferences are most important and may, by mutual consent, be held at any time.
- 16.4 Teachers shall attend additional conferences pertaining to student achievement as scheduled by the administration or guidance counselor provided that the teacher agrees to the scheduling of the conference.
- 16.5 Conferences may also be arranged at any time at the request of the parent or teacher. Conference requests should be submitted to the building principal.

**ARTICLE I7**  
**NON-TEACHING DUTIES**

- 17.1 In addition to their regular teaching duties, teachers may be required to assist and/or participate in the following non-teaching duties:
  - 17.1.1 Student clubs, social activities and presentations.
  - 17.1.2 Supervision of homerooms, study halls, cafeteria, corridors, assemblies and playground.
  - 17.1.3 Supervision of class or school trips, parties, dances, and similar student programs held by the school.
- 17.2 Teachers will lend professional support to those school functions that are produced, directed and put on by fellow faculty members.

- 17.3 No appointments, except in extreme emergencies, will be made by teachers during school hours, for any reason. However, it is not the intent of the Administration to cause undue hardship of any teacher. Therefore, teachers may seek time off during the regular day if they will discuss the request with the supervisor at least one day in advance if possible. Unauthorized absence will result in loss of pay.
- 17.4 Teachers will not be required to pay to attend any school-sponsored functions.

**ARTICLE 18**  
**PREPARATION FOR INSTRUCTION**

- 18.1 All teachers shall prepare lesson outlines in advance. It is the responsibility of the teacher to make outlines available for the substitute teacher. Outlines are to include objectives, page references and methods of instruction.
- 18.2 Lesson outlines may be reviewed at the request of the teacher or the immediate supervisor .
- 18.3 Grades are to be entered in grade books with date and nature of assignment entered.

**ARTICLE 19**  
**COMPENSATION. SPECIAL LEAVE. LATENESS**

**19.1 Compensation**

- 19.1.1 Teachers will cooperate in developing policies with regard to loss of pay for unauthorized absence, lateness, special leave. In accordance with the provisions of this article, the Northville Teachers Association and the Administration have developed the following policy concerning tardiness, special leave and early dismissal.
- 19.1.2 Teachers will be paid bi-weekly.
- 19.1.3 Teachers will be given the option of being paid on a ten month basis or on a 1/26 payment basis bi-weekly plan, provided they sign an authorization form at the beginning of the school year.
- 19.1.4 Teachers will be compensated using the salary schedules listed in Appendix A.
- 19.1.5 Extracurricular staff will be compensated using schedules listed in Appendix B.

19.2 **Lateness**

19.2.1 All teachers shall be in their classrooms by the official beginning of the school day.

19.2.2 Chronic failure to be in his/her classroom by the official beginning of the school day may result in a loss of one hour's pay for each hour or part thereof that the individual is late, figured at 1/1600 of yearly salary.

19.2.3 It is realized that last minute, unforeseen circumstances may arise; such as, bad roads, car trouble, or other emergencies of a similar nature. If the teacher calls the Administration and reports the nature of the emergency, or reports upon arrival if a phone is not available, the teacher will not be docked provided the arrival at school is within a reasonable time. It is realized that this is a privilege and that abuse of this emergency clause by individual teachers will be cause to have this privilege revoked to those individual teachers that abuse this clause. It is also understood that all teachers will make every effort to keep emergency situations to a minimum.

19.3 **Leaving Early**

19.3.1 Teachers are expected to stay until the official end of the school day.

19.4 **Special Leave**

19.4.1 Occasionally, after checking in in the morning, an emergency arises that the teacher must leave school and a substitute must be called to replace him/her.

19.4.2 If the teacher leaves before or at 12 noon, he/she will only be charged for a half day of leave.

19.4.3 If the teacher leaves after 12 noon, he/she will not be charged for any leave.

**ARTICLE 20**

**TAX SHELTERED ANNUITIES AND CREDIT UNION**

20.1 Upon individual request of a member of the Association, the Administration will authorize the withholding of a portion of the gross salary of the teacher to purchase tax-sheltered annuities and to deposit said monies with the insurance company designated by the teacher.



- 20.2 Upon individual request by a member of the Association, the Administration will authorize the withholding of a portion of the salary of the teacher and will deposit said monies with the Fulton County Teachers Federal Credit Union.
- 20.3 The Administration will bear no responsibility concerning the use of such funds once they have been transmitted to the proper payee.
- 20.4 The District agrees to make payroll deductions for the purpose of allowing teachers to make payments to annuity plans. Currently there are seven companies and/or agents to which the members of the Association make annuity payments. The Administration agrees to continue payroll deductions to the seven companies and/or agents. However, before any additional companies and/or agents can be used by teachers for the purpose of annuities, the new company and/or agent would have to replace one of the seven companies and/or agents currently used by members of the Association, or at least five teachers would have to indicate a desire to fund an annuity offered by one of the new companies and/or agents.

**ARTICLE 21**  
**MUTUALITY OF OBLIGATION**

- 21.1 It is understood that the Administration and the Association will make every good faith effort to carry out the spirit as well as the letter of this Agreement subject to law. Both parties further agree to take no action that will demean the process or to be contrary to the laws of the State of New York pertaining to strikes or work stoppage by public employees during the duration of this Agreement.
- 21.2 The Administration hereby amends its rules and regulations to the extent necessary to give effect to the provisions of this Agreement.

**ARTICLE 22**  
**DURATION**

- 22.1 The provisions of this Agreement will be in effect from the date of July 1, 2000 through June 30, 2004, and will continue until a successor agreement is reached.
- 22.2 It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funding therefor shall not become effective until the appropriate legislative body has given approval.
- 22.3 This Agreement shall become effective upon its approval by a majority of the Board of Education and a majority of the Association present and voting. It will be retroactive to the beginning of the proposed contract year.

**ARTICLE 23**  
**TEACHERS HANDBOOK**

- 23.1 The Northville Teachers Handbook shall be promulgated by the Administration and shall contain no provisions inconsistent with this contract.

**ARTICLE 24**  
**JUST CAUSE**

- 24.1 No teacher shall be disciplined, reduced in rank or deprived of any professional advantage without just cause.
- 24.2 With regard to dismissal, this clause shall not apply to any non-tenured teacher. Further, the operation of this clause shall in no way restrict the right of the Board of Education to grant or deny tenure at the end of the probationary period.

**ARTICLE 25**  
**ABOLISHMENT OF POSITIONS**

- 25.1 Tenured teachers will be notified by March 1 of the current school year if their positions are to be abolished. Non tenured teachers Will be notified by May 1 if their contracts are not to be renewed, except those teachers in their tenure year will be notified by April 1 if they are not to be recommended for tenure.
- 25.2 The Administration agrees not to layoff currently employed tenured staff members or members of the current staff who become tenured during the life of the Agreement unless such layoffs are made because of declining enrollment and/or a reduction of federal funds or State Compensatory Programs. It is further understood that any such layoffs are made within the constraints of Article 3, Sections 3 and 4. Teachers hired subsequent to July 1, 1981, are not protected by the terms of this Article.

**ARTICLE 26**  
**AGENCY SHOP FEE**

- 26.1 The Administration shall deduct from the salary of teachers in the bargaining unit who are not members of the Association an amount equivalent to the dues levied by the Association and shall transmit the sum deducted to the Association in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The Association affirms that it has adopted such procedures for refund of agency shop fee deductions as required by Section 3 of Chapters 677 and 678.

**ARTICLE 27**  
**TEACHER MENTORSHIP PROGRAM**

27.1 The teacher mentorship program is designed to have experienced faculty serve as mentors for teachers new to the District, for non-tenured teachers during their probationary period, and to assist faculty members and administration in the overall operation of the school. However, it is not the intent of the mentorship committee to place an undue time burden on faculty which would interfere with the regular instructional duties. Teacher mentors would perform responsibilities during the school year such as:

- assist the administration in the hiring of new faculty
- assist teachers in the preparation of instructional materials
- assist teachers in the area of curriculum development
- assist teachers by sharing their expertise in the areas of class management, parent conferences, orientation night, etc. ...
- make suggestions to teachers regarding staff development opportunities
- assist teachers in the construction of tests and other evaluations
- help teachers become acclimated to the Northville School District
- assist teachers with conferencing skills
- assist teachers in budget development and planning

27.2 **Teachers eligible to serve as mentors:**

27.2.1 Teachers with 10 years of service in the Northville School District and who have accumulated 100 days of leave will be eligible to serve as mentors. Teachers who serve as mentors will receive \$3,300 per year and may serve as mentor for a maximum of three years and a minimum of two years. No teachers who meet the above criteria may be denied an opportunity to serve as a mentor teacher. An exception from the above criteria (100 accumulated leave days) may be granted to teachers after application and approval by the Board of Education. Teachers working less than full time would have their mentor teacher pay pro-rated.

27.2.2 A teacher entering his/her third year as a mentor, or the most senior mentor, may apply to the Superintendent to serve on the mentorship committee and be chairperson of the mentors in order to fulfill his/her responsibilities as a mentor for that year. The superintendent will appoint the chairperson from those applying to be chairperson. All applications to serve as mentors must be forwarded to the Superintendent by August 1 of each school year. (Mentors of previous years must reapply each year for the next year.) Mentors notifying the District prior to June 1, may submit a proposal to perform mentorship duties during the summer which would be in full or partial fulfillment of his/her responsibilities for the subsequent year. Mentor(s) and the appropriate administrator(s) would review the proposal and determine the percentage of fulfillment.

27.2.3 The committee, comprised of three teachers (the mentor chairperson, and two members appointed by the NTA President) and three administrators, will meet with all teacher mentors during the first week of school to establish individual mentorship responsibilities for that year. A report of the initial meeting will be submitted to the BOE no later than the October meeting by the committee chair. A summary report will be submitted and reviewed by the committee chair with the BOE at the June meeting.

**27.3 Payment for Mentorships:**

Teacher mentors will have their mentorship stipend calculated into their regular checks. The committee will review the progress of the teacher mentors in order to determine, whether the duties and responsibilities of the mentorship are being carried out. No teacher will be removed from a mentorship except by two-thirds (2/3) vote of the committee. Teacher mentors will notify the committee if a new teacher is not being cooperative with the mentor teacher.

APPENDIX A

SALARY SCHEDULE

2000 - 2004

BA

<u>STEP</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
1	28307	29125	29578	30240
1.5	28720	29542	30009	30688
2	29133	29959	30440	31136
2.5	29546	30376	30871	31585
3	29958	30793	31303	32034
3.5	30371	31210	31734	32483
4	30784	31627	32166	32933
4.5	31197	32043	32598	33383
5	31609	32460	33030	33834
5.5	32022	32877	33462	34285
6	32434	33293	33894	34737
6.5	32847	33710	34327	35188
7	33336	34203	34838	35721
7.5	33826	34697	35349	36254
8	34315	35190	35860	36787
8.5	34804	35684	36372	37321
9	35294	36177	36884	37856
9.5	35783	36670	37396	38391
10	36272	37163	37908	38926
10.5	36762	37656	38420	39462
11	37251	38149	38933	39998
11.5	37740	38642	39446	40534
12	38229	39135	39959	41072
12.5	38711	39621	40465	41602
13	39284	40198	41064	42228
13.5	39857	40775	41664	42855
14	40430	41352	42263	43483
14.5	41003	41929	42863	44111
15	41576	42506	43464	44739
15.5	42149	43082	44064	45368
16	42722	43659	44665	45998
16.5	43295	44235	45265	46628
17	43867	44812	45867	47258
17.5	44440	45388	46468	47889
18	45013	45965	47069	48521
18.5	45577	46533	47663	49145
19	46622	47581	48748	50276
19.5	47667	48628	49833	51408
20	48712	49676	50919	52541
20.5	49756	50723	52006	53674
21	50801	51771	53092	54809
21.5	51845	52818	54179	55945
22	52889	53865	55267	57082
22.5	53934	54912	56355	58220
23	56277	58163	60016	61910

Graduate credit hours will be paid at the rate of \$20 per hour for hours earned prior to July 1, 1981 and at the rate of \$25 per hour for hours earned thereafter.

APPENDIX A

SALARY SCHEDULE

2000 - 2004

BA 30

<u>STEP</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
1	29488	30304	30776	31464
1.5	29901	30721	31207	31912
2	30314	31138	31638	32361
2.5	30727	31555	32069	32810
3	31139	31972	32501	33260
3.5	31552	32388	32933	33710
4	31965	32805	33365	34160
4.5	32377	33222	33797	34611
5	32790	33639	34229	35062
5.5	33202	34055	34661	35514
6	33615	34472	35094	35966
6.5	34027	34888	35527	36418
7	34517	35382	36038	36951
7.5	35006	35875	36549	37485
8	35496	36368	37061	38019
8.5	35985	36862	37573	38553
9	36474	37355	38085	39088
9.5	36963	37848	38597	39624
10	37453	38341	39109	40160
10.5	37942	38834	39622	40696
11	38431	39327	40135	41233
11.5	38920	39820	40648	41770
12	39409	40313	41161	42307
12.5	39891	40799	41668	42838
13	40464	41376	42267	43465
13.5	41037	41953	42867	44093
14	41610	42529	43467	44721
14.5	42183	43106	44067	45349
15	42756	43683	44667	45978
15.5	43329	44259	45268	46608
16	43901	44836	45869	47238
16.5	44474	45412	46470	47868
17	45047	45989	47071	48500
17.5	45619	46565	47673	49131
18	46192	47142	48275	49763
18.5	46756	47710	48868	50388
19	47801	48757	49954	51519
19.5	48846	49805	51039	52652
20	49891	50852	52125	53785
20.5	50935	51900	53212	54919
21	51980	52947	54299	56055
21.5	53024	53994	55386	57191
22	54068	55041	56474	58328
22.5	55112	56088	57562	59467
23	57464	59348	61198	63090

Graduate credit hours will be paid at the rate of \$20 per hour for hours earned prior to July 1, 1981 and at the rate of \$25 per hour for hours earned thereafter.

APPENDIX A

SALARY SCHEDULE

2000 - 2004

M A

<u>STEP</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
1	30079	30894	31374	32076
1.5	30492	31311	31805	32524
2	30905	31727	32237	32974
2.5	31317	32144	32668	33423
3	31730	32561	33100	33873
3.5	32143	32978	33532	34323
4	32555	33394	33964	34774
4.5	32968	33811	34396	35225
5	33380	34228	34828	35677
5.5	33793	34644	35261	36128
6	34205	35061	35694	36581
6.5	34618	35477	36126	37033
7	35107	35971	36638	37567
7.5	35596	36464	37149	38100
8	36086	36957	37661	38635
8.5	36575	37451	38173	39169
9	37064	37944	38685	39705
9.5	37553	38437	39198	40240
10	38043	38930	39710	40776
10.5	38532	39423	40223	41313
11	39021	39916	40736	41850
11.5	39510	40409	41249	42387
12	39999	40902	41762	42925
12.5	40481	41388	42269	43456
13	41054	41965	42868	44084
13.5	41627	42541	43468	44711
14	42200	43118	44068	45340
14.5	42773	43695	44669	45968
15	43346	44271	45269	46598
15.5	43918	44848	45870	47227
16	44491	45425	46471	47858
16.5	45064	46001	47072	48489
17	45636	46577	47674	49120
17.5	46209	47154	48275	49752
18	46782	47730	48877	50385
18.5	47346	48298	49471	51009
19	48391	49346	50556	52141
19.5	49435	50393	51642	53274
20	50480	51441	52728	54407
20.5	51525	52488	53815	55542
21	52569	53535	54902	56678
21.5	53613	54582	55990	57814
22	54657	55629	57077	58952
22.5	55702	56676	58166	60090
23	58058	59940	61789	63680

Graduate credit hours will be paid at the rate of \$20 per hour for hours earned prior to July 1, 1981 and at the rate of \$25 per hour for hours earned thereafter.



**APPENDIX B  
EXTRA-CURRICULAR COACHING SCHEDULE  
ANNUAL STIPENDS**

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
Athletic Director	2100	2200	2300	2400	2500
Soccer:					
Varsity (2)	2200	2300	2400	2500	2600
Jr. Varsity (2)	1600	1700	1800	<u>1900</u>	2000
Modified (2)	1300	1400	1500	1600	<u>1700</u>
Basketball:					
Varsity(2)	3000	3100	3200	3300	3400
Jr. Varsity (2)	2400	2500	2600	2700	2800
Modified(2)(4)*	1800	1900	<u>2000</u>	2100	2200
Baseball/Softball:					
Varsity (2)	2200	2300	2400	2500	2600
Assistant Varsity(2)*	1600	1700	1800	<u>1900</u>	2000
Modified (2)	1300	1400	1500	1600	<u>1700</u>
Track:					
Head Coach	2200	2300	2400	2500	2600
Assistant Coach # 1	1600	1700	1800	1900	2000
Assistant Coach # 2 *	1300	1400	1500	1600	<u>1700</u>
Cheerleading					
Varsity Coach	1800	<u>1900</u>	2000	2100	2200
Jr. Varsity Coach	<u>1100</u>	1200	1300	1400	1500
Golf	1800	<u>1900</u>	2000	2100	2200
	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>
Athletic Director	<u>2600</u>	2700	2800	2900	3000
Soccer:					
Varsity (2)	<u>2700</u>	2800	2900	3000	3100
Jr. Varsity (2)	2100	2200	2300	2400	2500
Modified (2)	1800	1900	2000	2100	2200
Basketball:					
Varsity(2)	3500	3600	3700	3800	<u>3900</u>
Jr. Varsity (2)	2900	3000	<u>3100</u>	3200	3300
Modified(2)(4)*	2300	2400	2500	2600	2700
Baseball/Softball:					
Varsity (2)	<u>2700</u>	2800	2900	3000	3100
Assistant Varsity(2)*	2100	2200	2300	2400	2500
Modified (2)	1800	1900	2000	2100	2200
Track:					
Head Coach	<u>2700</u>	2800	2900	3000	3100
Assistant Coach # 1	2100	2200	<u>2300</u>	2400	2500
Assistant Coach # 2 *	1800	1900	2000	2100	2200
Cheerleading					
Varsity Coach	2300	2400	2500	2600	2700
Jr. Varsity Coach	1600	1700	1800	1900	2000
Golf	2300	2400	2500	2600	2700

\* If deemed necessary by the BOE.. All appointments are annual and at the discretion of the BOE.  
(Steps underlined indicate placement for 2000-2001 year.)

APPENDIX B

EXTRA-CURRICULAR SALARY SCHEDULE  
ANNUAL STIPENDS

2000/2001 - 2003/2004

	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
Yearbook Advisor	2212	2308	2409	2514
Senior Play Advisor(1)	1106	1154	1204	1257
Senior Play Advisor(2)	781	815	850	887
Senior Play Set	455	475	496	518
Senior Play Scenery	455	475	496	518
Musical Director	1500	1565	1633	1704
Assistant Musical Director	800	835	871	909
Musical Set	400	417	435	454
Musical Scenery	400	417	435	454
Musical Accompanist	500	522	545	569
Musical Choreographer	200	209	218	227
12th Grade Advisors (2)				
Each, w / senior activity	911	951	992	1035
Each, w/o a senior activity	625	652	681	710
11th Grade Advisors (2)	781	815	850	887
10th Grade Advisor	625	652	681	710
9th Grade Advisor	469	489	510	532
8th Grade Advisor	456	476	497	519
7th Grade Advisor	456	476	497	519
Instrumental Music Advisor	976	1018	1062	1108
Chorus Advisor	456	476	497	519
Student Council	781	815	850	887
Jr/Sr High History Travel Club	781	815	850	887
Double E Corp	781	815	850	887
GAA	456	476	497	519
Varsity Club	456	476	497	519
High School Library Club	456	476	497	519
Elementary Library Club	456	476	497	519
Readers of the Round	456	476	497	519
Future Teachers	456	476	497	519
Bowling Club (based on 12 trips)	456	476	497	519
Tennis Club	456	476	497	519
Golf Club	456	476	497	519
National Honor Society	456	476	497	519
SADD	456	476	497	519
Art Club	456	476	497	519
Drama Club	456	476	497	519
Computer Club	456	476	497	519
Spanish Club	456	476	497	519
Astronomy Club	456	476	497	519

If the senior class activity is canceled due to circumstances beyond the teacher's control, the stipend is still paid.

Ticket Seller/Taker

Daily Stipends

\$25

Bus Chaperones

Hourly Stipends

\$14

- a. The two (2) 12th grade advisors and the two (2) 11th grade advisors shall perform their advisory duties without chaperone assistance .
- b. All advisors shall be appointed annually by the Board of Education.
- c. Where no teacher volunteers to perform advisory duties, the Superintendent shall be authorized to appoint, an advisor position, but no teacher may be involuntarily appointed within three (3) years of his/her last appointment as an advisor.
- d. Advisor job descriptions will be prepared mutually by the Superintendent or his/her designee and the President of the Association or his/her designee. Advisors will perform duties as specified in the job descriptions.
- e. The District is authorized to add additional advisor positions.
- f. One additional chaperone will be available for each evening activity to assist non-junior and non-senior class advisors. The rate of pay for such chaperones shall be \$14 per hour during the 2000-2004 school years.

**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
THE NORTHVILLE TEACHERS ASSOCIATION AND  
THE BOARD OF EDUCATION  
OF THE  
NORTHVILLE CENTRAL SCHOOL DISTRICT**

The Northville Central School District ("District") and the Northville Teachers Association ("Association") hereby enter into this Memorandum of Agreement ("Memorandum") in complete and final settlement of all issues proposed and negotiated for the July 1, 2000 to June 30, 2004 collective bargaining agreement referred to herein. The terms of this Memorandum shall become effective immediately, upon ratification by the membership of the Association and approved by the Board of Education of the District.

Any amendments or changes in this agreement can only be made by mutual consent of the Association and the Board of Education.

Northville Central School District

Northville Teachers Association

<u>Jane Smith</u>	<u>Arnold F. Whitman III</u>
<u>Paul Butler</u>	<u>D. K. Taylor</u>
<u>Dr. Mark M. Hurst</u>	<u>Carl J. Galla</u>
<u>Louise Woods</u>	<u>Jarraine Bentley</u>
	<u>Paula B. Frasier</u>

Dated:

Jan 29, 2001

Dated:

1/29/01

**SIDE LETTER**

In the event handicapped students are mainstreamed into the regular classroom, such students shall be weighted as follows:

1. If such assignment occurs for three (3) or more instructional periods per day at grades 7-12 or for one-half (1/2) day or more at grades K-6, each student shall be weighted as +2 (i.e., one (1) mainstreamed handicapped student = two (2) regular students) for the purpose of computing class size and appropriate adjustment shall be made as required by Article 3.4 and 3.5 of the Agreement.

In the event such weighting occurs, the involved teacher shall consult in developing and implementation of IEP's by:

1. Recognizing that the mainstreamed student will exhibit a lower level of participation than the regular student;
2. Recognizing that the mainstreamed student is to be evaluated by the resource teacher; and
3. Consulting with the resource teacher at the beginning of each marking period to establish the teacher's expectation of the student and at the end of each marking period to assist in evaluating the student.

**NORTHVILLE CENTRAL SCHOOLS**

**REQUEST FOR PERSONAL LEAVE/BUSINESS**

DIRECTORS: This form is to be completed and submitted to the Superintendent of Schools **three days**, if possible, prior to the date(s) of the requested leave. No requests for personal leave will be granted unless one of the items below is checked. One copy will be returned for your records.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE REQUESTED FOR LEAVE: \_\_\_\_\_

Please check one of the items below:

\_\_\_\_ Personal Leave

\_\_\_\_ Personal Business

\_\_\_\_ Approved

\_\_\_\_ Not Approved

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Personal leave may not be used for vacation/recreation purposes, to extend vacation/long weekend, or to conduct business which can be conducted during other than school hours. Such leave may be granted if there are extenuating or special circumstances.